

Instructions

Salem B1G1F Promotion

- 1 Immediately upon opening this excel workbook you must, "Save as" and name the workbook and save it in a folder. (Workplan folder is recommended)
Please name your workbook with your assignment number followed by "b1".
Assignment 122506 should be saved as: 122506b1.xls
- 2 Delete all folders at the bottom of the excel workbook that are **not your assignment**
Click on a tab for **another** assignment
pull down the "Edit" menu and click on "Delete Sheet"
Click "OK"
Click on the next assignment that is **not yours** and follow the same instructions until you have deleted all of the sheets except for your own assignment
- 3 You will enter information in a maximum of three columns (usually only one column)
Column G - Salem Disp - Enter the number of displays each account needs and will accept at one time from their VAP wholesaler.
Column T - New VAP # - enter the new VAP number if the current one is incorrect
Column U - New VAP Supp # - enter account number assigned by wholesaler, if required by wholesaler (i.e. H. Levinson, Stornel, etc.)
- 4 This spreadsheet must be returned to the ROU no later than May 29th.
All sheets must be e-mailed to: Decker, Joseph G. (no snail mail or fax)
- 5 Salem Display Information
Each SKU contains 4 cartons, (2 salable, 2 gratis)
Each SKU includes a 20 Pack Display and small paster
Each Salem Box Full Flavor will have a wobbler packed in the carton
Ship to retail date is July 6th

If you have any questions, contact your manager, Rory O'Rourke or Margaret Sullivan

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